



RECORDS RETENTION AND DISPOSITION SCHEDULE

Attorney General's Office. Tax Division.

Agency: Tax Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-4101	STATE BOARD OF ACCOUNTS CASES	TRANSFER to the RECORDS CENTER after the case is closed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional twenty (20) years in the RECORDS CENTER.
2	86-110	REVENUE REFUND TAX CASE FILES This includes sales, motor vehicles, and typical income tax. (Formerly R.S. #85-344)	TRANSFER to the RECORDS CENTER after the case is closed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after five (5) years in the RECORDS CENTER.
3	86-112	PROPERTY TAX CASE FILE REAL AND PERSONAL (Formerly R.S. #85-346)	TRANSFER to the RECORDS CENTER after the case is closed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after five (5) years in the RECORDS CENTER.
4	86-113	MORTGAGE FORECLOSURE AND BANKRUPTCY CASE FILES (Formerly R.S. #85-347)	TRANSFER to the RECORDS CENTER after the case is closed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after five (5) years in the RECORDS CENTER.
5	79-4102	TAX FRAUD CASES	TRANSFER to the RECORDS CENTER after the case is closed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional twenty (20) years in the RECORDS CENTER.
6	86-111	INHERITANCE TAX CASE FILES (Formerly R.S. #85-345)	TRANSFER to the RECORDS CENTER after the case is closed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after five (5) years in the RECORDS CENTER.